

AUTOMATION SUPPORT SPECIALIST

Salary Range: \$28,876 - \$36,100(CL-25)
(depending upon qualifications)

The United States Probation/Pretrial Services Office for the Northern District of Indiana is accepting applications for an Automation Support Specialist position in the Hammond Division.

THE POSITION

The Automation Support Specialist position is located in the U.S. Courthouse in Hammond, Indiana. This is a 40-hour per week full-time position. Under the supervision of the Systems Administrator, the Automation Support Specialist installs hardware and software, troubleshoots and fixes technical program problems, assists in the support of automated systems including Novell, NT and Windows 98, prepares and maintains documentation for local programs, researches new technology, customizes programs for local needs and trains personnel in their use, and develops procedures and standards for data entry to ensure validity of the data. Travel will be required to the other three divisional offices (South Bend, Fort Wayne and Lafayette) when necessary.

MINIMUM QUALIFICATIONS

The following are the minimum qualifications for appointment:

- 1) High school graduate or equivalent. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semesters or 45 quarter hours) equals nine months of general experience.
- 2) Two years of general experience and two years of specialized automation experience including computer equipment analysis, configuration and installation.
- 3) Strong written and verbal communication skills and interpersonal skills.

BENEFITS

Employees are entitled to benefits which include the retirement system, health, life and disability insurance programs, holidays, the leave accrual program, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

THE SELECTION PROCESS

The best qualified applicants will be invited for a personal interview.

HOW TO APPLY

Submit a letter of application and resume to: Personnel Specialist

United States District Court
Northern District of Indiana
204 South Main Street
South Bend, Indiana 46601

APPLICATION DEADLINE

July 28, 2000 or until filled

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. The final candidate may be subject to a records check with law enforcement agencies.

The U.S. District Court is an Equal Opportunity Employer.